

**NAUGATUCK VALLEY COMMUNITY COLLEGE  
ASSOCIATE DIRECTOR OF FINANCIAL AID  
(Community College Professional 18)  
12 Month Tenure Track Position**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Naugatuck Valley Community College

**Minimum Salary:** \$63,093, approximate annual, plus excellent medical insurance, retirement and related fringe benefits.

**Closing Date:** October 26, 2015

**Anticipated Starting Date:** December 2015

**MINIMUM QUALIFICATIONS:**

Master's degree in an appropriately related field and one to four years of related experience.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position. They must also provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**RESPONSIBILITIES:**

Under the direction of the Director of Financial Aid, the Associate Director of Financial Aid assists in the operation of a program of financial assistance to students at a Community College which has open enrollment and which offers degree and certificate programs in a broad range of liberal arts, transfer, occupational and career studies. The Associate Director of Financial Aid is accountable for assisting in operating the College's programs of financial assistance to contribute to attracting and retaining students and which help to make it possible for qualified students to attend the College through effective performance in the areas of program operation, record keeping and reporting, training and leading or supervising assigned staff, and when assigned, providing Veterans' Affairs advice and assistance. The Associate Director of Financial Aid will also support off campus financial aid workshops and educational events.

The incumbent will be assigned to the Waterbury campus and will have some responsibility for supporting the Danbury campus. Hours may vary and can include some evenings and weekends.

**Application Instructions:**

For complete application instructions, please go to the Naugatuck Valley Community College website at <http://www.nv.edu/Offices-Departments/Administration/Human-Resources/Employment/ArtMID/5049/ArticleID/2198/Associate-Director-of-Financial-Aid>

ALL EMPLOYMENT, IF OFFERED, IS CONTINGENT UPON PROOF OF CITIZENSHIP OR EMPLOYABILITY UNDER THE REQUIREMENT OF THE IMMIGRATION REFORM AND CONTROL ACT (IRCA).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

**Continuing Notice of Nondiscrimination:** Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individual has been designated to handle nondiscrimination policies regarding disability policies: Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235. The following individual has been designated to handle nondiscrimination policies regarding sex discrimination as well as other forms of prohibited discrimination: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043.

All necessary qualifications and application instructions are listed above. Any inquiries should be directed to the Department of Human Resources.